



**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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| Policy # 4024 | Employment Verification Requests |
| Origination Date: January, 1998 | |
| Revision Date: December 2003; April 2006, May 9, 2013 | |
| Reviewed Date: February 2005; May 9, 2007; May 14, 2008; July 2, 2009, July 5, 2010, March 7, 2012; October 5, 2016 | |
| Approved:  Bryan G. Stephens, Interim Executive Director |  Brittney Campbell, Human Resources Director |

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to provide verification of an employee's employment status in a manner that respects the privacy rights of the employee.

PROCEDURE:

1. As a service to employees, the Human Resources Department will provide verification of employment and salary upon written (or faxed) request from lenders, retailers, credit card companies, etc. Requests for employment verification should be on letterhead or business stationary.
2. Verification of employment will be limited to the employee's original date of employment with the agency, job title, and termination date (if applicable). Salary information will be verified only if the employee has authorized, in writing, the release of salary information within the last thirty (30) days. Information relating to an employee's qualification and/or job performance will not be furnished. Instead, requests for reference information will processed as a request for verification of employment, and the provisions listed above shall apply.
3. All requests for employment verification and/or reference information should be referred to the Human Resources Department. Upon receipt of a written request for employment verification, the Human Resources Department will collect the information identified above.